

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST**KAMPALA****2. AGENCY****NIH****3a. POSITION NO.**

100570

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain) **Need for review to check whether it is still up to-date**

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

FP-BB; FSN-3

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Chauffeur

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

National Institutes of Health

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee_____
Date(mm-dd-yy)_____
Typed Name and Signature of Local Supervisor_____
Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor_____
Date(mm-dd-yy)_____
Typed Name and Signature of Human Resources Officer_____
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Operates a passenger vehicle according to the supervisor's instructions to transport personnel and official visitors within the city and surrounding areas, deliver documents, performs minor repairs and maintenance and general cleaning of the vehicle

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Operates a passenger vehicle according to the supervisor's instructions to transport personnel and official visitors within the city and surrounding areas- 60%

Delivers and picks documents, supplies to/from NIH collaborating organisations and individuals- 20%

Performs minor repairs and maintenance and general cleaning of the vehicle- 20%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school

b. Prior Work Experience

Two years experience working as a chauffeur

c. Post Entry Training

N/A

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level III (good working knowledge) speaking/reading English ability is required.

e. Knowledge

Familiarity with local traffic laws and patterns.

f. Skills and Abilities

Must have a valid local driver's license for combined types of vehicles

16. POSITION ELEMENTS

a. Supervision Received

Receives supervision from the NIH Director and work guidance from the Assistant Management Assistant.

b. Available Guidelines

U.S. Government Motorpool policy guidelines

c. Exercise of Judgment

Judgment must be exercised in determining safety in the work tasks

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Work contacts are with NIH collaborators.

f. Supervision Exercised

N/A.

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks